

25X1A USAF

***USAF Declass/Release
Instructions On File***

25X1A

29 November 1966

STANDARD OPERATING PROCEDURE

PACKING AND SHIPPING OF CLASSIFIED AND/OR DELICATE MATERIAL

I. **PURPOSE:** This SOP establishes procedures to be followed by all sections in the packing and shipping of classified and/or delicate material.

II. **SCOPE:** The provisions of this SOP apply to all personnel.

III. **RESPONSIBILITY:** The Director of Material and the Chief of Security are responsible for insuring adherence to the provisions of this SOP.

IV. **DEFINITIONS:**

A. Classified material is any item classified as Top Secret, Secret, or Confidential.

B. Delicate material is any item, either classified or unclassified, which is so designated as delicate by personnel who are shipping the item and who, thereby, request special packing and special handling.

PROCEDURES:

A. All classified or delicate items will be placed in the original containers, if available, before being turned into the Logistics Section for shipment.

B. All sections are responsible for notifying the Logistics Section of the classification of an item at the time it is turned over to Logistics for shipment.

C. All sections are responsible for notifying the Logistics Section whether an item, classified or unclassified, is delicate and whether it requires special handling and special packing.

D. Items classified Top Secret or Secret, will either be forwarded with a courier or in a pouch which will be sent via [REDACTED]

1. The Security Section will be responsible for providing couriers.

If a courier departs [REDACTED] the Security Section will be responsible for assisting him in meeting and boarding his aircraft. If a courier departs [REDACTED] the Liaison Security Officer will be responsible for assisting the courier and his cargo through airport formalities and in boarding his aircraft.

2. Pouches will be sent with the daily Detachment courier to the Liaison Security Officer who will, in turn, be responsible for delivering the pouches to [REDACTED] will forward the pouches onward.

25X1A

S E C R E T

E. Items classified Confidential do not require a courier, but certain safeguards are necessary. Therefore, Confidential items will be shipped either by registered mail via the APO or by special handling procedures within the Military Airlift Command (MAC).

1. When an item is to be sent by registered mail, a member of the Logistics Section or the Liaison Security Officer will mail it from the APO [REDACTED]

2. When a Confidential item is to be shipped via MAC, it will be taken to the Supply Section [REDACTED] with the following forms: DD Form 1387-2, "Special Handling Data/Certification" and AF Form 127, "Traffic Transfer Receipt". [REDACTED] personnel will then ship the item for the Logistics Section.

F. The Logistics Section is responsible for sending appropriate notices concerning the above shipments.

Distribution

[REDACTED]
Detachment Commander

Copies

- 1 - Detachment Commander
- 2 - Ex/Officer
- 3-5 - D/Operations
- 6-8 - D/Material
- 9-11 - D/Support
- 12-13 - C/Security

25X1A

S E C R E T